

	BUSINESS PRIVILEGE LICENSE APPLICATION						
\$10 FEE	Date App Rec'd	Date Proc'd	Initials				
City of Tucson**City Hall**255 W. Alameda**P.O. Box 27210**Tucson, AZ 85726** (520) 791-4566							
LIC #		Activities	SIC(s)	For Office Use Only			
SECTION I. BUSINESS INFORMATION				Cancel Date/Initials			
Please complete all sections below. [Print]							
<input type="checkbox"/> New Business	Date Business Started in Tucson	Former Owner (if applicable)	Previous City License#	Effective Date of Cancellation			
<input type="checkbox"/> New Owner of Existing Business							
Check any that apply:	<input type="checkbox"/> Name Change Only <input type="checkbox"/> Location Change	<input type="checkbox"/> Corporate Name Change Only	Current City License # (if applicable)	Date of Change			
Business Name, "Company or DBA", If Individual (First name first).				Last Audit Period			
Street #	Direction	Street Name	Type	Suite/Apt #			
City		State	ZIP Code + 4	(Area Code) Business Telephone #			
Fax #	E-Mail Address (If Available)	State License #	Federal ID #	Old Lic #			
SECTION II. MAILING ADDRESS AND TELEPHONE NUMBER				Other Occ's			
Enter Name if Different from Section I (above) or Enter 'In-Care-Of' Name				Paying BP#			
Street #	Direction	Street Name	Type	Suite/Apt #			
City		State	ZIP Code + 4	(Area Code) Telephone #			
				Geo Code			
SECTION III. BUSINESS OWNERSHIP & RECORD LOCATION				**ZONING**			
Ownership:	<input type="checkbox"/> Individual	<input type="checkbox"/> LLC	<input type="checkbox"/> Corp. - State Inc.#	<input type="checkbox"/> Partnership	<input type="checkbox"/> Ltd. Partnership	<input type="checkbox"/> Other	Approved
*Provision of your Social Security Number on this form is voluntary. It is the policy of the City of Tucson Finance Department/Revenue Division to request this information for tax collection purposes. If provided, your Social Security Number will not be released to unauthorized persons.							
Owners, Partners, LLC Members, or Officers (For Additional Names, Please Attach List)	Name		Title	Driver's License #		Denied	
	Home Address		*Social Security #				
	City	State	ZIP Code + 4	(Area Code) Telephone #			
		Name		Title	Driver's License #		Comments
		Home Address		*Social Security #			
		City	State	ZIP Code + 4	(Area Code) Telephone #		
Corporation Name if different from DBA.	Name						
Location where business records are kept, if different from business location.	Address			(Area Code) Telephone #			
	City	State	ZIP Code + 4				
SECTION IV. BUSINESS TYPE							
Describe Nature of Business					Are you a registered Contractor?		
				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Check method you will use submitting reports:				Contractors #			
<input type="checkbox"/> Cash Receipts <input type="checkbox"/> Accrual							
SECTION V. BUSINESS PREMISES STATUS							
Is this your residence? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, do you own your business location? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If you do not own your business location, complete Landlord/Property Manager information below.							
Landlord/Property Manager Name		Address		City	State	Zip Code + 4	
(Area Code) Telephone #		Do you rent a portion of the business premises to another entity?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
I certify that the statements made in this application are true and complete to the best of my knowledge. I accept the license authorized and issued in response to this application with the condition that I report timely and pay any and all taxes due by me to the City of Tucson. Incomplete forms may not be processed.							
Print Name(s)		Signature(s)			Title(s)		Date
Print Name(s)		Signature(s)			Title(s)		Date

IF YOU PURCHASE A BUSINESS, BE SURE ALL SALES TAX HAS BEEN PAID BY FORMER OWNER. BY LAW YOU MAY BE LIABLE FOR ANY UNPAID TAX.

INSTRUCTIONS FOR COMPLETING BUSINESS PRIVILEGE LICENSE APPLICATION

Please complete all sections starting with Section I.

Section I: Business Information

Check Boxes

Put a check in any of the boxes in the first 2 lines that apply to your business. Each block in the next 2 lines is self-explanatory and requires a check in the appropriate box or information.

Business Name

The business name should be the DBA (Doing Business As) or if you are not using a business name, the name of the owner.

Business Location Address

The address listed is your business location address. Include suite, unit, or apartment numbers. P.O. Box numbers are not accepted for business location.

Business Telephone

The telephone # listed here should correspond to the business location, unless the application is for real property rentals.

Fax Number

Provide the fax # for the person who should receive inquiries concerning this application.

E-mail Address

Provide the E-mail address for the person who should receive inquiries concerning this application.

State Tax License

List your Arizona State privilege tax number if you are required to have one.

Federal ID

Corporations or businesses with employees should provide Federal Tax Identification Number. Individual owners or partnerships without employees should use their social security number(s).

Section II: Mailing Address And Telephone Number

Name

List business legal entity name if different from Section I, or "In-Care-Of" name or information. Property managers or independent tax preparers who will be receiving returns should list their name here.

Mailing Address

Provide the mailing address. Note: business license and tax billings will be sent to this address. Please include suite, unit, or apartment numbers.

Telephone Number

Provide the telephone number that corresponds to the mailing location.

Section III. Business Ownership And Record Location

Ownership

Please indicate the type of ownership. If you mark "other" please describe. All corporations must provide: State in which incorporated, State Incorporation #, officers' names and addresses (at least 2) and statutory agent information. Limited Liability Corporation must have at least 1 member. General Partnerships must provide the names of the general partner(s).

Owners/Partners/LLC Members Or Officers

List complete owner/officer/partner information as requested. Include names and titles. P.O. Box numbers are not acceptable for home addresses.

Corporation Name If Different From DBA

The corporation name, if applicable.

Location Where Business Records Are Kept

Complete this section if business records are not kept at the location listed in Section I.

Section IV: Business Type

Describe Nature Of Business

Provide a detailed description of business activity. For example, if retail sales, list type of items to be sold; if construction contracting, list type of contracting, etc. If you are doing construction contracting, please indicate your Contractor's number with Arizona Registrar of Contractors.

Check Method You Will Use Submitting Reports

Mark cash receipts if you recognize income and expense based upon the date you receive funds or pay bills. Mark accrual method if you recognize income when earned and expenses when incurred regardless of when cash is received or disbursed.

Section V: Business Premises Status

Ownership Of Business Location

If your business location is a residence, check "Yes", and complete the enclosed Home Occupational Form. If you answer "No", please indicate whether or not you own your business location. If you do not own your business location, please provide the name of the legal owner or property manager along with their mailing address and phone number.

Application & License Fees

All applications must include a \$10 application fee.

All applications MUST be signed by either the Sole Owner, All Partners, One Corporate Officer, the Trustee or General Partner.